

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission

☐ Redescription

☒ New

☐ Hdqtrs.

☒ Field

☐ Reestablishment

☐ Other

Explanation (Show any position replaced)

3. Service

4. Employing Office Location

Twin Cities, MN

5. Duty Station

6. OPM Certification No.

03006

7. Fair Labor Standards Act

☐ Exempt

☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure

☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes

☐ No

10. Position Status

☒ Competitive

☐ Excepted (Specify in Remarks)

☐ SES (Gen.)

☐ SES (CR)

11. Position is:

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☒ 1-Non Sensitive

☐ 3-Critical Sensitive

☐ 2-Noncritical Sensitive

☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. U.S. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

Biological Science Technician (Fisheries)

GS

0404

06

DW

3-12-03

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

ARD - Fisheries

a. First Subdivision

US Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region 3

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

Grade level guide for Aid and Technician Work in the Biological Sciences, GS-0400, Dec. 1991. Biological Science Technician Series, GS-0404 Dec. 1991.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Uniform Required

FPL: gs - 06.

Supervisor Copy

Employee copy

OPF(L) Copy

Classification Copy

25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management

FPM Chapter 295

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Biological Science Technician (Fisheries), GS-404-6

Introduction

The incumbent serves as a Biological Science Technician (Fisheries), in support of programs conducted by a National Fish Hatchery, Region 3, U.S. Fish and Wildlife Service. Typical, but not all inclusive duties of the position include:

Major Duties:

- Assists fishery biologists in the use of proper methods and techniques involved in day-to-day fish culture activities including weighing, sorting, sampling, and grading fish.
- Prepares fish food by weighing, measuring, grinding, and mixing ingredients to formulate diet, feeds fish, and computes and records conversion rates.
- Monitors and measures processes, such as fish sampling and the preparation of fish food, for quality assurance. Interprets data from the measurements and adapts process when necessary. Conducts inventory, monitors use, and procures replacement for equipment, materials, and supplies. Assures adherence to administrative policies.
- Collects, measures, and records biological, physical, and environmental data for the purpose of improving the quality of the hatchery products. Handles fish and other aquatic organisms responsibly and in compliance with Service protocols. Uses and disposes of hazardous materials in safe and legal manner.
- Uses software including word processing, spreadsheet, and database to document and report on activities (e.g., written and oral reports, track equipment, log entries, review, proof, and analyze data.)
- Mixes fertilizer products as directed and applies to ponds to increase fish production. Measures the effectiveness of the fertilizer.
- Applies herbicides to ponds as directed for the control of aquatic vegetation, and measures and reports on results of treatment.
- Examines fish for the presence of disease or parasites, and refers suspected problems to fishery biologists for action.
- Prepares drugs and chemicals for treatment of fish, and administers treatment as directed by assistant hatchery manager.
- Prepares fish for shipment, distribution, and delivery. Delivers fish to stocking sites.

--Disinfects fish eggs, monitors water quality, removes dead eggs and fish, cleans equipment and raceways, and collects data on all activities related to fish culture. Interprets and reports collected data so that the culture of fish can be improved.

--Provides work direction to volunteers and temporary employees in the performance of hatchery management operations. Oversees safe handling of hand tools, safe work practices, and operations of motorized vehicles.

--Assists with maintenance of building and grounds. Performs minor repair of equipment. Operates motor vehicles.

FACTORS:

1. Knowledge required by the position:

--Substantial knowledge of fish culture theories and principles in order to carry out the hatchery programs, and general understand of the technical terminology used in fish biology.

--Ability to identify fish species for the purpose of recording biological data.

--Ability to follow assigned protocols to perform tasks with many steps and to interpret the collection of data to make various hatchery recommendations.

--Skill in making exact measurements, performing mathematics some of which may be complicated, and keeping detailed and precise records to collect and assemble data from tests.

--Knowledge to assess the readings or measurements taken in relation to conducted tests, samples, and observations so as to use the results to improve the hatchery product.

--Skill in operating monitoring equipment.

--Ability to communicate both orally and in writing.

--Knowledge of established hatchery and Service policies, guidelines and procedures.

--Skill in operating motorized vehicles and watercraft.

2. Supervisory Controls:

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the technician with unusual situations. The technician plans and carries out assigned tasks, uses initiative in solving problems and deviations in work assignments in accordance with instructions, policies and accepted practices. The technician keeps the supervisor informed on progress and advises when controversial matters develop.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used by the technician in achieving the desired results are not usually reviewed in detail.

3. Guidelines

Guidelines are available in the form of hatchery and Service administrative manuals, statutory provisions of applicable legislation, and correspondence regarding policies and procedures. The technician typically and without assistance, selects, interprets, and applies the guides, and modifies and/or makes comprises to satisfy requirements of the assignments.

4. Complexity

Incumbent performs a variety of routine duties ranging from maintenance of equipment and facilities, conducting biological evaluations, and maintaining public use facilities. Operates a variety of equipment and power tools. The technician collects, interprets observed and published information, and consolidates it into recommendations for the supervisor to use for planning, management, and hatchery improvement purposes.

5. Scope and Effect

The technician contributes to the effectiveness of the operation of the hatchery by surveying, collecting data, analyzing, summarizing and providing reports of recommendations. Providing information about the hatchery and Service to the public contributes to their understanding of and interest in fisheries.

6. Personal Contacts

Incumbent coordinates with various State and Federal agencies and has contact with all types of persons on or using the hatchery in the public information and manager context.

7. Purpose of Contacts

Contacts are for the purpose of obtaining assignments, instructions, and other information in regard to the assigned duties. The incumbent also reports on the progress of the work performed. Contacts are for the purpose of effecting management objectives.

8. Physical Demands

The work involves bending, walking, and a moderate amount of physical exertion. The incumbent may be required to lift containers weighing up to 50 pounds in performance of assigned tasks. Hand and finger dexterity and physical coordination at this level involves fine and precise work, delicate adjustments, and exact measurements.

9. Work Environment

The incumbent works indoors in an office and outdoors where variable weather conditions will be encountered.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in the Fish and Wildlife Service Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class B and C.